Department of Labor and Industries
Electrical Program
PO Box 44460
Olympia, WA 98504-4460
www.Lni.wa.gov

ELECTRICAL CONTINUING EDUCATION
COURSE APPLICATION

$45.00 for each new course - submit 1 copy of all documents.

For Department Use Only
Course ID #

Notes: The completed application must be received at least 30 days before the course is offered. Incomplete applications will be denied.

CHECK ONE FOR COURSE DELIVERY METHOD

☐ CLASSROOM

☐ CORRESPONDENCE

☐ INTERNET

CHECK ONE FOR COURSE TYPE

☐ CODE UPDATE

☐ INDUSTRY RELATED

☐ RCW/WAC UPDATE

COURSE	
	Course Title
	Hours of credit requested
	Open to the public?　☐ Yes　☐ No

SPONSOR	
	Name
	Address
	City _____ State _____ Zip _____
	Contact Person _____ Phone # _____
	Fax # _____ Email address _____
	Instructor(s)

COURSE OUTLINE
Attach a detailed description of the course content and description of training including specific electrical code articles referenced. Outline must support number of hours being requested.

LIST OF RESOURCES/MATERIALS/VISUAL AIDS
Including texts, references and copies of handouts.

INSTRUCTOR QUALIFICATIONS
Submit separate Electrical Continuing Education Instructor application #F500-090-000, with the required fee (See WAC 296-46B-970)

COURSE CERTIFICATE OF COMPLETION

A sample copy of the completion certificate issued to the course participants.

COURSE ROSTER

A sample copy of the course completion roster.

CERTIFICATE OF COMPLETION REQUIREMENTS WAC 296-46B-970(4)(v)

Course Sponsor Name
Address
Phone #

Participant's Name _____

Electrician, Administrator, or Master Certificate # _____

Course Sponsor Name _____

Course Name/Title _____ Class Location _____

Date(s) of Class _____ Hours credited _____

Course Approval # _____ Instructor's Name: _____

Course Type: ☐ Code Update ☐ Industry Related ☐ RCW/WAC Update

Course Delivery Method: ☐ Correspondence ☐ Internet ☐ Classroom _____

City, State

ROSTER REQUIREMENTS WAC 296-46B-970(8)(c)

Course sponsors must provide the department with an accurate and typed course attendance/completion roster for each class given within 30 days of class completion. An electronic copy of the roster must also be sent to the department at electricalprogram@lni.wa.gov. Individuals will not be granted credit for continuing education classes unless the sponsor's attendance/completion roster shows the individual successful completed the entire class.

This roster will be used as final evidence that an individual completed the class, only those receiving full credit should be reported to the department.

The roster **must** include the following:

- Individuals's Name
- Washington Electrician, Administrator or Master Electrician certificate number
- Course Name
- Course Approval Number
- Date of Completion
- Location of Course
- Course Sponsor (name and address)
- Instructors name
- Signature of Course sponsor's authorized representative